



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 302.7

Job Title: **ADMINISTRATIVE COORDINATOR (EXE LEV)**

Pay Grade: 24

### **GENERAL SUMMARY:**

Acts as liaison and staff coordinator on behalf of a department head, assuming and performing delegated duties associated with organizing the development and implementation of administrative and supervisory activities of the department. Reports directly to the department head and/or handles issues and information of an extremely sensitive nature.

### **RESPONSIBILITIES:**

- Coordinates department financial operations including budget planning, integration and oversight, project cost analysis, expenditure control and accounting procedures.
- Coordinates the planning, research, presentation, promotion and evaluation of special programs such as grants.
- Supervises, trains and evaluates staff and may act as a grievance counselor.
- Prepares, edits and revises department correspondence and procedure manuals.
- Plans, initiates and implements programs and services to meet the immediate and long range needs of one or several city departments.
- Prepares speeches and/or remarks for the department head and assists with news releases and public relations. Responds to press, officials, clients and the general public on extremely sensitive department issues.
- Assists with improving departmental efficiency by providing analyses, appraisals, recommendations and information on department activities and programs reviewed.
- Represents department heads at meetings and conferences involving public and private groups and city officials and acts as liaison on matters involving other departments.
- Researches, analyzes and reviews new vendors, equipment, services and regulations.
- Performs other duties as delegated by the department head, including handling issues and information of a highly sensitive nature.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.

## **SPECIFICATIONS: (continued)**

### **EXPERIENCE:**

Five years of administrative experience are required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

### **COMPLEXITY:**

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

### **IMPACT OF ACTIONS:**

Errors in work could lead to significant expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with Managers and Assistant Directors. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

### **PHYSICAL EFFORT:**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

## **JOB FAMILY:**

Administrative Associate		
Administrative Assistant	OR	Administrative Assistant - Executive Level
Administrative Specialist	OR	Administrative Specialist - Executive Level
Administrative Coordinator	OR	Administrative Coordinator - Executive Level

*Effective: October 1990*

*Revised: August 2001*